

***REQUEST for PROPOSALS***  
**Rhode Island Pre-Kindergarten Program**

The Rhode Island Department of Education (RIDE) is requesting Proposals from qualified vendors to expand the Rhode Island Pre-Kindergarten Program, in accordance with the terms of this solicitation.

**INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@mbe.ri.gov](mailto:charles.newton@mbe.ri.gov). Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

#### Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**REQUEST for PROPOSALS**  
**(RHODE ISLAND PRE-KINDERGARTEN PROGRAM)**

**BACKGROUND/OVERVIEW**

This funding notification is to announce the availability of funds for expansion of the Rhode Island Pre-Kindergarten Program with the goal of building and sustaining the expansion of a diverse delivery system of high-quality, state-funded Pre-Kindergarten programs across the state.

RIDE is committed to ensuring that all children begin school ready to learn and ready to have success in their schooling careers, as life-long learners, and productive citizens. Research shows that attending high quality early childhood education programs helps children develop important social and cognitive skills and knowledge that prepares them to succeed in school. There is clear evidence of long-lasting benefits for children who participate in very high quality educationally focused early childhood programs. The benefits to children can also generate substantial government savings, including reduced need for special education services, reduced need for cash assistance and other public benefits as well as reduced rates of incarceration. An analysis by economist Robert Lynch, from the Economic Policy Institute, predicts that:

*"A public investment in providing high-quality prekindergarten to all Rhode Island children ages 3 and 4 would start paying for itself by generating cost savings within 9 years. By the year 2050, the ratio of total benefits to total costs would be 8 to 1."*

Currently, there are substantial numbers of children in Rhode Island entering kindergarten who are not adequately prepared to succeed in school which may ultimately increase the risk that these children drop out of school or fail to achieve their full potential.

**The award of grant funds is contingent upon the inclusion of the anticipated Rhode Island Pre-Kindergarten Program dollars in the FY 2015 State budget.** Any actions taken by a potential applicant or any costs incurred in meeting conditions of the grant program prior to passage of the budget are incurred solely by the applicant.

The Rhode Island Pre-Kindergarten Program will expand enrollment of children who will be age 4 by September 1, 2014 and who reside in one of the following eligible districts: **Bristol-Warren, Burrillville, Central Falls, Cranston, Cumberland, East Providence, Johnston, Middletown, Providence, Pawtucket, Newport, North Kingstown, North Providence, Warwick, Westerly, West Warwick, and Woonsocket.**

Selected Pre-Kindergarten sites will develop an outreach and recruitment process in partnership with The Rhode Island Department of Education ensuring that the outreach and recruitment focuses on children of high need including: children of low and moderate income families, children with developmental delays and disabilities and dual language learners; and invite them to apply for Pre-Kindergarten openings. Children will be randomly selected for participation in the program using a state-supervised lottery system.

Families who enroll their children in a Rhode Island Pre-Kindergarten Program classroom will not be charged for any portion of the Rhode Island Pre-Kindergarten Program service. There will be no co-payments, registration fees, field trip fees or enrichment fees. Field trips and enrichment activities are expected to be built into the program cost. Grantees who participate

in the Child Care Subsidy program may continue to do so. Grantees may receive subsidy for the portion of the day that the child is not funded by the Rhode Island Pre-Kindergarten Program. For example, if a program is offering a 6 hour pre-kindergarten program and wrap-around child care for the remainder of the day for a subsidized eligible child, the program may receive a part-time subsidized fee.

Applications will be evaluated on a competitive basis. The Technical Proposal Review Criteria indicate the standards and factors that will be more heavily weighted in the review process.

The Rhode Island Pre-Kindergarten Program is administered by the Office of Instruction, Assessment, and Curriculum, which is part of the Rhode Department of Elementary and Secondary Education (RIDE).

### **ELIGIBLE APPLICANTS**

Rhode Island Pre-Kindergarten Program funding will be offered to programs in a variety of settings in recognition of the existence of Rhode Island's diverse early childhood system which includes many high quality educational programs. The anticipated FY15 state funding for the Rhode Island Pre-Kindergarten Program will increase enrollment from 198 four year old children in 11 classrooms to 306 four year old children in 17 classrooms. Additionally, existing state Pre-K classroom contracts expire and are re-competed every three years. Five Pre-K contracts are being re-competed in FY15. Therefore, RIDE anticipates identifying and funding a total of 11 Pre-Kindergarten classrooms under a three-year contractual cycle starting in the 2014 – 2015 school year.

Eligible organizations or entities include licensed child care centers, Head Start programs, public schools, and non-public schools able to operate a classroom in the following Rhode Island communities: **Bristol-Warren, Burrillville, Central Falls, Cranston, Cumberland, East Providence, Johnston, Middletown, Providence, Pawtucket, Newport, North Kingstown, North Providence, Warwick, Westerly, West Warwick, and Woonsocket.**

Interested applicants must:

- Have knowledge of and capacity to meet the 2013 RIDE Comprehensive Early Childhood Education Programs Standards for Approval by the program start date
- Participate in BrightStars, RI's Quality Rating and Improvement System.
- Have, at the time of application, at least one staff that meets the qualifications for Education Coordinator as specified in the RIDE Comprehensive Early Childhood Education Programs Standards for Approval.
- Be able to staff each state-funded Pre-Kindergarten classroom with a teacher who meets the qualifications for teachers as specified in the RIDE Comprehensive Early Childhood Education Programs Standards for Approval by the program start date.
- Be able to staff each state-funded Pre-Kindergarten classroom with a teacher assistant who meets the qualifications for teacher assistants as specified in the RIDE Comprehensive Early Childhood Education Programs Standards for Approval by the program start date.

- Be able to provide wrap-around child care OR have a strong connection with and transportation to/from at least one child care provider for families that need it.
- Be prepared to assume the administrative responsibilities associated with participation in this program and its evaluation, including, but not limited to:
  - Attendance monitoring
  - On-going progress monitoring using an on-line child assessment system
  - Review of internal self-assessment and external monitoring reports to determine progress in implementing program standards
  - Site visits by RIDE and Evaluators to observe the Rhode Island Pre-Kindergarten Program classrooms and conduct meetings with administrators and others
  - Participation by grantees in required components of the evaluation
  - Provision of required information through narrative and budget reports submitted on a quarterly basis and other informational requests
  - Participation at required Grantee meetings and trainings
- Host an Open House for prospective parents between July 7 and July 30, 2014 to facilitate the outreach and recruitment process by allowing prospective families to visit the program.
- Be prepared to conduct recruitment, manage the application process, conduct a state-supervised lottery to select children for participation, and to notify all applicants of lottery results, from July - September 2014.
- Enroll and manage USDA Child and Adult Care Food Program (CACFP) applications of eligible Pre-K children and their families
- Be prepared to participate in state Teaching Strategies GOLD (TSG) assessment system training in August 2014, and then implement the TSG child assessment system within the Pre-Kindergarten program.
- Operate the Pre-Kindergarten Program classroom for a minimum of 6 hours per day and 180 days per year. It is the intention of RIDE that awarded programs begin implementing Pre-Kindergarten services no later than the 8th day of September, 2014. All applicants must demonstrate their ability and intention to open by this date and operate a full day program for 180 days.
- Compensate all Rhode Island Pre-Kindergarten Program teachers and teaching assistants with a competitive salary and benefits based on their credentials, experience, and past performance.

Joint applications for funds may be submitted. However, in each case the lead agency chief administrative officer who will retain fiduciary and other administrative responsibilities for the grant must be designated and indicated in the application.

## **SCOPE OF WORK**

### ***Tasks***

1. Recruit participants, collect applications, and conduct a state-supervised lottery to determine enrollment.
  - a. Ensure applicants meet state specified requirements regarding age and primary residence.
2. Implement a comprehensive early childhood education program for a minimum of 180 days for at least 6 hours per day.
  - a. Grantee must meet and maintain standards as specified in the 2013 RIDE Comprehensive Early Childhood Education Programs Standards for Approval.
3. Maintain an active enrollment of 18 children per classroom.
  - a. Grantee will only disenroll and replace children in Rhode Island Pre-Kindergarten Program classrooms in consultation with RIDE staff
4. Enroll and manage USDA Child and Adult Care Food Program (CACFP) applications of eligible Pre-K children and their families
5. Implement a comprehensive system of child assessment used to inform instruction and support children's development and learning.
  - a. Collaborate with local school district Child Outreach program to screen each child
  - b. Use child assessment system and measures identified by RIDE to assess children's learning and development in an ongoing manner.
6. Develop and maintain collaborative relationships with community partners to ensure full inclusion of children with disabilities and/or special health care needs.
7. Participate fully in all professional development opportunities (i.e. Pre-K trainings and technical assistance, Center for Early Learning Professionals) identified by RIDE.
8. Provide RIDE with required information through narrative and budget reports submitted on a monthly and/or quarterly basis and other informational requests, as needed.
9. Provide RIDE with evaluation information, including student data, as requested.
10. Collaborate with local schools to facilitate the transition to kindergarten for enrolled children.

### ***Deliverables***

<i>Task</i>	<i>Deliverables</i>	<i>Schedule</i>
<i>Task #1</i>	Recruit participants, collect applications, and conduct a state-supervised lottery to determine enrollment.	July – September 2014
<i>Task #2</i>	Implement a comprehensive early childhood education program for a minimum of 180 days for at least 6 hours per day.	No later than September 8, 2014 and ongoing from September through June for remainder of contract
<i>Task #3</i>	Maintain an active enrollment of 18 children per classroom.	Immediately upon start of school and ongoing from September through June for remainder of contract
<i>Task #4</i>	Enroll and manage USDA Child and Adult Care Food Program (CACFP) applications of eligible Pre-K children	Upon enrollment in the state Pre-K and ongoing from September through

	and their families	June for the remainder of contract
<i>Task #5</i>	Implement a comprehensive system of child assessment used to inform instruction and support children's development and learning	Immediately upon start of school and ongoing from September through June for remainder of contract
<i>Task #6</i>	Develop and maintain collaborative relationships with community partners to ensure full inclusion of children with disabilities and/or special health care needs.	Immediately upon start of school and ongoing from September through June for remainder of contract
<i>Task #7</i>	Participate fully in all professional development opportunities identified by Rhode Island State Pre-Kindergarten Program staff.	Immediately upon execution of contract and ongoing from September through June for remainder of contract
<i>Task #8</i>	Provide RIDE with required information through narrative and budget reports submitted on a monthly and/or quarterly basis and other informational requests, as needed.	Immediately upon execution of contract and ongoing from September through June for remainder of contract
<i>Task #9</i>	Provide RIDE with evaluation information, including student data, as requested.	Immediately upon start of school and ongoing from September through June for remainder of contract.
<i>Task #10</i>	Collaborate with local schools to facilitate the transition to kindergarten for enrolled children.	Immediately upon execution of contract and ongoing from September through June for remainder of contract

#### **ADDITIONAL COMPETITIVE FACTORS**

The following factors lead to more competitive applications:

- Experience serving low-income children
- Geographic location within eligible community which provides access to Pre-K program for families not already in vicinity of existing Pre-K program
- Innovative approaches that will meet the specific needs of children and families in the community.
- Existing community partnerships which will reduce cost of and/or enhance services provided to PreK Program children and families (i.e. reduced or no cost facilities, reduced or no cost mental health consultation).
- Experience working successfully with English Language Learners
- Classroom quality as demonstrated by recent results of classroom quality assessments conducted in classrooms of proposed PreK teacher(s), including, but not limited to:
  - ECERS
  - CLASS
  - ELLCO
- Evidence of positive learning outcomes for previous classroom participants.
- Classroom supervision and support provided by an early childhood education leader with an advanced degree in early childhood education.
- Participation in other initiatives designed to improve quality of program (e.g. program improvement plan through BrightStars and Center for Early Learning Professionals, RIDE CECE Preschool Approval Technical Assistance, NAEYC Accreditation, DHS CCAP Program Quality Improvement Grant and/or Award recipient, TEACH participating program)

### **TERMS OF THE CONTRACT**

The Contract will begin **August 2014** and end **June 2017**. The scope of the work may be modified by RIDE prior to beginning work on a given task. Subsequent years' activities are dependent on the availability of funding and may be modified by mutual consent.

RIDE retains the option of granting a time extension of up to **one year** with additional funding if available and if the level of work is expanded by mutual written consent.

### **COST PROPOSAL/TERMS OF PAYMENT**

The Rhode Island Department of Education anticipates making individual grant awards in accordance with the school funding formula per child allocation. Awards will not exceed \$167,000.00 per classroom per year (this reflects the potential cost of operating a full-day (minimum of 6 hours), high quality program for 18 children for a minimum of 180 days per year.

The award process will consist of two stages. An application will be required from all interested bidders. Applications will be reviewed by a technical review committee. Selected applicants will participate in budget planning sessions with RIDE and other entities to be determined by RIDE. During this session, selected applicants will work with RIDE to develop an appropriate program budget for the Pre-Kindergarten Program classroom. Once the budget is finalized, RIDE will complete the contracting process with each applicant.

The budget for each classroom will be customized for each selected applicant based on the appropriate expected cost to run a Rhode Island Pre-Kindergarten Program classroom (within the total classroom allotment) in that setting. In general, the anticipated budget breakdown is as follows:

<b>Category</b>	<b>Range</b>
Salaries for teacher and teacher asst.	49-59%
Benefits for teacher and teacher asst.	17-18%
Instructional Supplies	2-4%
Meals and Snacks*	5-6%
Facilities	3-5%
Non-Instructional expenses	1-3%
Administration	3-5%

\* It is anticipated that a high percentage of the cost of providing healthy meals and snacks will be reimbursed through USDA CACFP funding.

Please prepare a preliminary proposal based on your agency's anticipated costs to operate Rhode Island Pre-Kindergarten Program classroom. Please note that funds may only be used to cover the costs to operate the Rhode Island Pre-Kindergarten Program classroom. While this can include an appropriate allocation of shared expenses such as facilities costs and administrative costs, programs may not use Rhode Island Pre-Kindergarten Program funds to cover costs that are not directly related to the Rhode Island Pre-Kindergarten Program classroom.

### **PROPOSAL SUBMISSION**

**Questions:** Questions concerning this solicitation may be e-mailed to Kristen Greene at the



Department of Education at [kristen.greene@ride.ri.gov](mailto:kristen.greene@ride.ri.gov) no later than noon on May 8, 2014. **Send your questions in Microsoft Word format.** Please reference the RFP title on all correspondence. Questions received, if any, will be posted and answered on the RIDE website as an addendum to this solicitation by May 12, 2014. It is the responsibility of all interested parties to download this information. **Final proposals are due and must be delivered by 12:00 noon on Friday, June 6, 2014. Faxed or emailed responses will not be considered.**

#### **Application Timeline:**

<b>May 1, 2014</b>	Request for Proposals Posted
<b>May 8, 2014</b>	Questions due.
<b>May 12, 2014</b>	Questions and answers posted.
<b>June 6, 2014</b>	Applications due.
<b>July 5, 2014</b>	Projected announcement of selected programs. Grants are contingent upon the availability of funding. Child applications posted and disseminated.
<b>July 3, 2014</b>	Recruitment for prospective families and students begins.
<b>July 9 - 30, 2014</b>	Open Houses for prospective families.
<b>July 31, 2014</b>	Student applications due.
<b>August 1, 2014</b>	Lotteries to select students at each site.

Proposals (submit an original plus 5 copies) should include the following:

1. A completed and signed RI Pre-Kindergarten Program General Application
2. A Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
5. A current fiscal year's operating budget, which breaks out the various sources of revenue to the center or organization. For multi-purpose organizations, please provide an operating budget for the child care center and overall organization.
6. Description of organizational financial management practices (e.g., fiscal systems in place, responsibilities and experience of financial management staff or consultants, etc.)
7. Financial statements for the past three years, including your last audited financial statement.

8. Provide a resolution from the board that communicates their support and interest in participating in the RI Pre-Kindergarten Program (signed statement indicating they are aware of and support your organization's involvement in this program)

9. Required Attachments:

	Roster of Board Members or Governance Entity
	Current Organizational Chart
	Curriculum Framework, Assessment and Family Engagement Plans
	Staff resumes and teaching certifications for the Pre-Kindergarten Education Coordinator and/or Director
	Staff resumes and teaching certifications for the Pre-Kindergarten Program Teacher and Teacher Assistant (or job descriptions if not yet hired)
	2013-2014 School Calendar
	Proposed 2014-2015 School Calendar for the Pre-Kindergarten Program

Mail or Deliver to: RI Department of Education  
Office of Instruction, Assessment, and Curriculum  
Attn: Kristen Greene  
255 Westminster St.  
Room 400  
Providence, Rhode Island 02903

Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Instruction, Assessment, and Curriculum at the time of opening, for any cause, will be determined to be late and will not be considered. **Faxed or emailed responses will not be considered.**

**TECHNICAL PROPOSAL REQUIRED ELEMENTS**

Assemble your technical proposal as outlined below. The technical proposal may be no longer than 20 single-spaced pages. Margins must be at least 1 inch on all sides.

*Experience and Capacity*

Describe your existing early education program. Include information on your program's leadership, your philosophy & educational approach, participation in quality initiatives and the outcomes you have achieved. Briefly describe your planned program, including the anticipated location and outcomes. Discuss your ability to open a new state-funded Pre-Kindergarten classroom without displacing current families and your plans for providing before and after care.

If applicable, describe how your geographic location within an eligible community provides access to families who do not live within the vicinity of already existing Pre-K programs.

If your organization is a past recipient of a state Pre-K grant, please provide the following information: 1) identify the timeline in which your organization participated and 2) provide evidence of your successful completion of contract deliverables during your participation in the program.

*Comprehensive Early Childhood Education Program*

Describe your program's ability to implement a comprehensive early childhood education program as specified in the 2013 RIDE Comprehensive Early Childhood Education Programs

Standards for Approval by the Pre-Kindergarten Program start date. Provide any information which demonstrates the quality of the educational program you provide; including, but not limited to, classroom quality assessments conducted on classrooms of proposed Pre-Kindergarten classroom staff and child assessment information demonstrating improved developmental and learning outcomes.

Please attach copies of your program's written curriculum framework, assessment and family engagement plans and any other documents that will be used to guide teacher's instructional practices. In addition, if your program intends to use any published curriculum resources, please outline these resources and describe how they will be used.

Please provide information about your program's system of child assessment including but not limited to the ways in which your program and teachers: 1) plan for data collection, organization, analysis and communication 2) use data to inform curriculum planning at program-, classroom- and child-level and 3) inform families about children's developmental progress and learning.

Please describe how the program supports the inclusion of children with disabilities and/or special health care needs as well as children who are Dual Language Learners in the program.

Describe the family engagement opportunities that will ensure that parents play an integral role in supporting children's learning through both classroom-based and home activities and show how the program will ensure that family information is used to inform curriculum planning.

Describe the activities that will ensure that communication between home and the RI Pre-Kindergarten Program classroom will be regular, two-way, and meaningful.

If your organization is a past recipient of a state Pre-K grant, please describe and provide evidence of how your program curriculum framework, assessment and family engagement plans have evolved during Pre-K program participation. Additionally describe and provide evidence of how your program has supported the inclusion of children with disabilities and/or special health care needs as well as children who are Dual Language Learners.

#### Staffing Qualifications

Please summarize the background and qualifications of the proposed Pre-Kindergarten Program administrator and all teaching staff. Provide evidence that staff is knowledgeable about high-quality early childhood programs and are effective in planning, organizing and implementing them. Please attach resumes and any appropriate teaching certificates for individuals already on staff. Include detailed job descriptions for positions that will need to be filled. Please note that evidence that all staff meet the specified qualifications will be required prior to final funding approval. Please identify any other individuals, irrespective of funding source, who will regularly be present in the Pre-Kindergarten Classroom and specify their role.

Using the table format outlined below, attach a list and description of the titles and roles of all full-time and part-time staff to be paid by the RI Pre-Kindergarten Program grant.

Position Title	FTE	Name of Staff	List Relevant Credentials (Teacher Certification and Number of College ECE credits)


### Administrative Supervision and Support

Describe the program's system of staff supervision and support, including design of and frequency of supervision sessions. Identify the individual(s) who will be responsible for supervising the RI Pre-Kindergarten Program classroom. Describe their qualifications. Discuss the plan for ensuring RI Pre-Kindergarten Program classroom staff will have adequate time to plan and prepare for program implementation and to document and review child assessment information in consultation with others; including the weekly planning schedule (times included), classroom coverage if planning occurs during school hours, the individuals who will be involved, and how planning time will be used. Discuss the plan for ensuring program staff are available for professional development opportunities (including trainings and on-site technical assistance) as planned throughout the year by RIDE.

If your organization is a past recipient of a state Pre-K grant, please describe and provide evidence of how your program's administrative supervision and support system has evolved during Pre-K program participation.

### Community Collaboration

Describe how services and activities will be coordinated with other programs in the same service area that provide education, welfare, and health services to young children and their families (e.g. other birth-to-age-3 programs, early childhood special education, Head Start, Even Start, Title I, child care providers).

Describe how children will make the transition both into and out of the program, including into kindergarten.

If your organization is a past recipient of a state Pre-K grant, please describe and provide evidence of how your program's community collaboration has evolved during Pre-K program participation.

### Additional Competitive Factors

Address any factors not already addressed which demonstrate the quality of the educational program and the likelihood that the learning and development of children will be positively impacted by program participation. Additionally describe any cost saving benefits related to community collaborations.

### **TECHNICAL PROPOSAL REVIEW CRITERIA**

A technical review team convened by the Rhode Island Department of Education will review each complete application using these criteria:

<b>Category</b>	<b>Points Possible for all Applicants</b>	<b>Additional Points Possible for Past Grant Recipients Only</b>
Experience and Capacity	8	2
Educational Program Quality	24	6
Staffing	15	-

Administrative Supervision and Support	12	3
Community Collaboration	8	2
Additional Competitive Factors	10	-
Cost Proposal	10	-
TOTAL	<b>87</b>	<b>13</b>

## **I. APPENDIX A**

### ***BUDGET***

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>		
	Year 1	Year 2	Year 3
1. Employee Salary and Benefits			
2. Purchased Services			
3. Supplies and Materials			
4. Travel			
5. Printing			
6. Office Expense			
7. Other: <i>(describe)</i>			
8.			
Subtotal			
Indirect Cost *			

### **TOTAL**

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

*\* Attach a copy of the approved indirect cost documentation.*

BUDGET DETAIL SHEET \*  
FISCAL YEAR 2014

**EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)\*\***

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
<b>TOTAL REQUEST</b>				

**PURCHASED SERVICES DETAIL**

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
<b>TOTAL REQUEST</b>				<b>\$</b>

**OTHER EXPENDITURES DETAIL**

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		
Travel ***		
Printing		
Office Expense		
Other: (describe)		
Indirect Cost		

\* Please include a detail budget sheet for each state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>)

\*\* Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

\*\*\* Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).